

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Part I - Items 1 through 12 to be completed by department head or personnel office.

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|--|---|--|------------------------------------|--------------------|------------------|
| 1. Agency Name Department for Children and Families | | 9. Position No. K0069300 | 10. Budget Program Number 24241 | | Agency Number |
| 2. Employee Name (leave blank if position vacant) | | 11. Present Class Title (if existing position) Staff Dev Specialist I | | | |
| 3. Division Wichita Regional Office | | 12. Proposed Class Title | | | |
| 4. Section Customer and Community Services | For Use By Personnel Office | 13. Allocation | | Position Number | |
| 5. Unit Professional Development | | 14. Effective Date | | | |
| 6. Location (address where employee works) City: Wichita County: Sedgwick | | 15. By | Approved | | |
| 7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. % | | 16. Audit Date: By: Date: By: | | | |
| 8. Regular hours of work: FROM: 8:00 AM To: 5:00 PM | 17. Audit Date: By: Date: By: | | | | |

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

This is specialized work developing and conducting training programs for state employees and the public. Involves developing, conducting, and coordinating training and development programs in areas such as human resource management, agency and state policies and procedures, agency specific program policies and procedures, or other subjects related to the performance of work. This position supports staff by assisting with problems which impede positive customer service, productivity, or workplace harmony. This position assists with personnel tasks such as staff related training for personnel professional development.

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

| | | |
|-------------|---------------------------------------|------------------------|
| Name | Title | Position Number |
| Nan Putnam | Performance Improvement Administrator | K0056283 |

Who evaluates the work of an incumbent in this position?

| | | |
|-------------|---------------------------------------|------------------------|
| Name | Title | Position Number |
| Nan Putnam | Performance Improvement Administrator | K0056283 |

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The employee in this position usually receives a general outline of the work to be performed and is generally free to develop her own sequences and methods within the scope of established policies. New, unusual, or complex work situations are almost always referred to a superior for advice. Work is normally periodically checked for progress and conformance to established policies and requirements.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer services. Uses free time as available to assist other staff in the completion of work assignments; performs other tasks as assigned by the Unit Manager. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, customers, and the general public. Adheres to appropriate standards of conduct regarding the use of leave, reports to work on time and in the designated fashion.

The incumbent of this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The incumbent has been trained in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.

This position will participate on Integrated Service Teams (IST) which may include team meetings working collaboratively to find solutions to customer problems and completing work assignments in a timely manner. This position uses program expertise and involves other team members in exploring options; works toward the goal of the team and need(s) of the customer as paramount; ensures relationships among team members are constructive and demonstrate mutual support, respect, trust, openness and values diversity; utilize a Family Centered approach in exploring positive outcomes.

| No. Each Task and Indicate Percent of Time | E or M | |
|--|--------|---|
| 30% | E | <u>Gathers Data and Evaluates Training Needs</u> Participates in meetings and other activities in order to exchange ideas on policy, program and other matters, in order to develop relevant training programs or modules. Collaborates with other agency program areas to develop technical training programs to satisfy established program goals and objectives. Collaborates with other outside agencies and training providers to meet agency and community training needs. Researches policy and relevant trends in professional literature and writes training programs and/or identifies reviews, assesses and modifies existing training programs. Gathers data in order to evaluate the effectiveness of training programs and prepares reports. |
| 30% | E | <u>Develops Training</u> Develops training modules and programs. Analyzes the given training goals and needs to produce a set of learning objectives and defines a format for presenting material, including computer based online training. Researches, evaluates and selects handouts, visual aids and exercises that will promote learning. Develops appropriate curricula and teaching techniques for training activities and evaluates courses. Drafts news releases, letters, brochures, posters and other means of publicizing training programs. |
| 40% | | <u>Presents Training</u> Presents training and development programs through the use of a variety of methods including lecture, exercises and visual aids. Corresponds with outside presenters and agency personnel in order to schedule and coordinate training and developmental programs. Maintains records on training and development activities, on staff participation in these activities and on evaluation results, using Pathlore and other tracking methodologies. Provides training to community partners and professionals on advanced topics, such as Bridges out of Poverty. |

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - () Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- () Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Consequences of actions or decisions at this level are limited in scope and effect as the work is reviewed occasionally. Errors may cause moderate inefficiency. Costs due to errors may be significant.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contact with officials, employees and the public to present, develop or schedule training.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

The work environment involves normal everyday hazards or discomforts typical of offices, meeting and training rooms, or libraries. Varying levels of temperature, ventilation, and lighting are inherent in the work environment. Exposure to deviations from pleasant environmental conditions is only occasional. The likelihood of injury is remote.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily use of:

Visual aids equipment

Personal computer

Telephone

Auto

Specialized training software: Lectora, PowerPoint, Snag It, Wink, web cams, round tables, live meeting, and other misc software programs

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Experience with providing adult education and/or in Human Resources.

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date